

This job aid provides information about the general process for lease amendments, renewals, and new contracts

	Description	How to Update FPMT	When to Enter	Accounting
Amendment	Amendment to an existing lease contract and it should reference the existing contract number.	Manually update tables in FPMT based on the amendment using the FPMT Lease/Receivable Lease Amendment Facility as a guide on which tables and fields to update. The role required will depend on the amendment type and which tables must be updated.	When amendment is signed by all parties.	If the amendment impacted the lease term or payment amounts, the lease liability and lease asset balances will need to be adjusted.
Renewal	A new contract has been signed for a building or other asset that your agency is already leasing.	For facility contracts, a user with the accounting role must use the Lease Renewal Wizard or Receivable Renewal Wizard . There is a specific Job Aid for Master Lease Renewals . For land and other assets, a user with accounting role must manually update and add the appropriate tables using the Job Aid for renewals for that asset type.	After the 26 th of the last month of the expiring contract, but before the first payment, as defined by the Day Payment Initiated field.	The lease asset and accumulated amortization on the expiring lease contract. Record the acquisition of a right-to-use lease asset and lease liability at commencement of the new contract.
New Lease Contract	A new contract for a building or asset that the agency has not leased previously.	For facility contracts, a user with the facilities role must use the Create Leased Facility Wizard or Create Receivable Lease Wizard , as applicable. Then, a user with the accounting role must add the lease contract using the Lease Review Wizard or Receivable Review Wizard . For land and other assets, a user with the accounting role must manually add the appropriate tables using the Job Aids for that asset type.	Prior to the first payment, as defined by the Day Payment Initiated field.	Record the acquisition of a right-to-use lease asset and lease liability at commencement of the new contract.